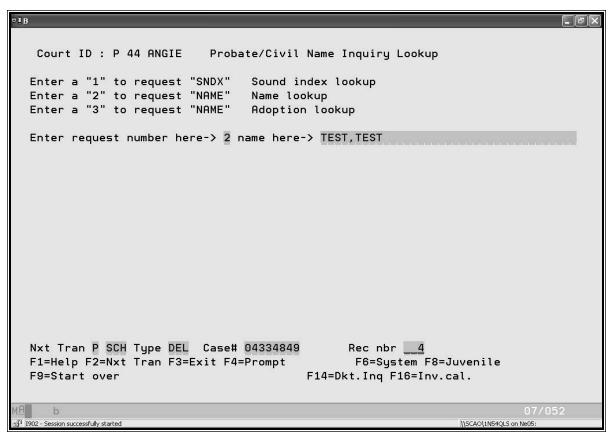


F9 Name Lookup

The <F9> function can be accessed from any screen in the system. It is used to look up case or party names. When used while editing another case, the <F9> will only interrupt your job and it will return you to it after you are finished with the name look up.

Accessing the F9 Name Lookup:

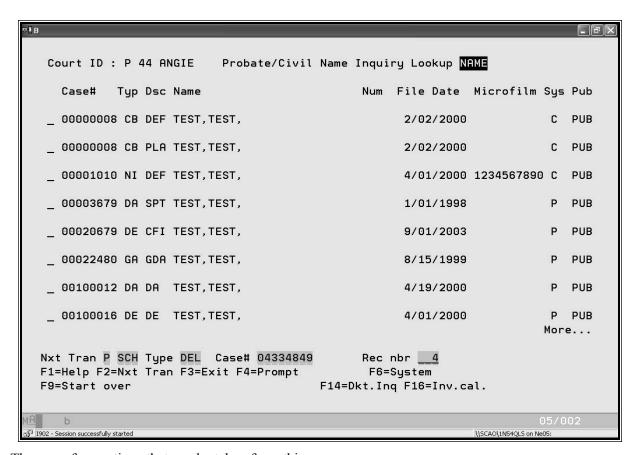
Press <F9> from any screen throughout the system and the following screen will be displayed.



Enter the search option that you would like the system to use. The default for this field is option "2" for a search by name. Their are three options available for use:

- 1. Soundex This will search for names that sound like the name you typed.
- 2. Name This will search for the name you entered, exactly as it is typed. If the system does not find that name, it will position you to the closest name.
- 3. Adoption Name This will search for adoption cases if you have authority.

Enter the name that you are searching for and press <Enter>. The system will return the following screen.



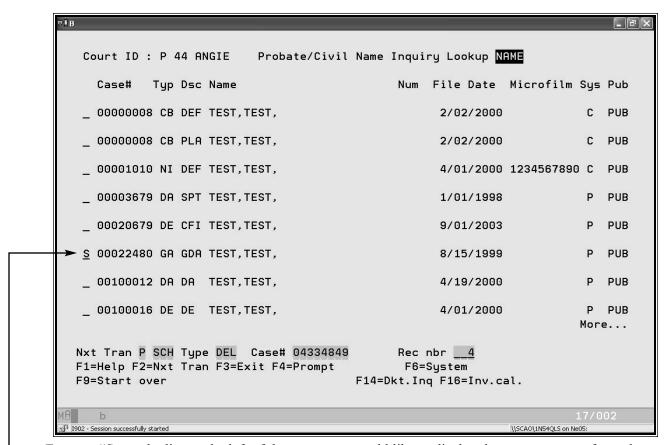
There are four options that can be taken from this screen.

- 1. S Display a case summary
- 2. P Print a case summary
- 3. X Select a case for processing
- 4. F Display a file summary (Juvenile Only)

NOTE: The system will highlight all names that have an active accounts receivable master record associated with them.

Following are examples of each of the above processes.

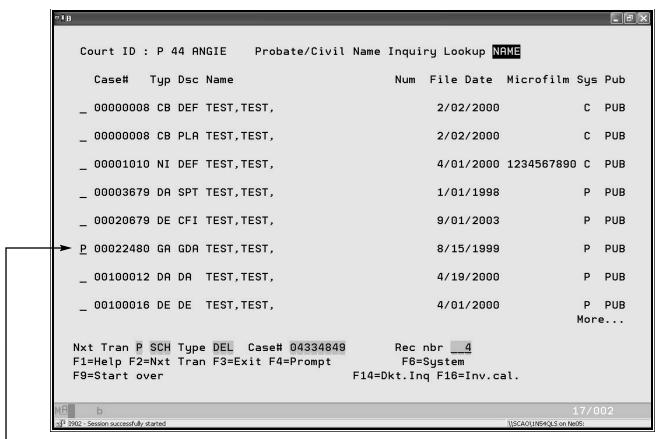
S - Displaying a Case Summary



Enter an "S" on the line to the left of the name you would like to display the case summary for and press <Enter>. The system will display the case summary screen as shown below.

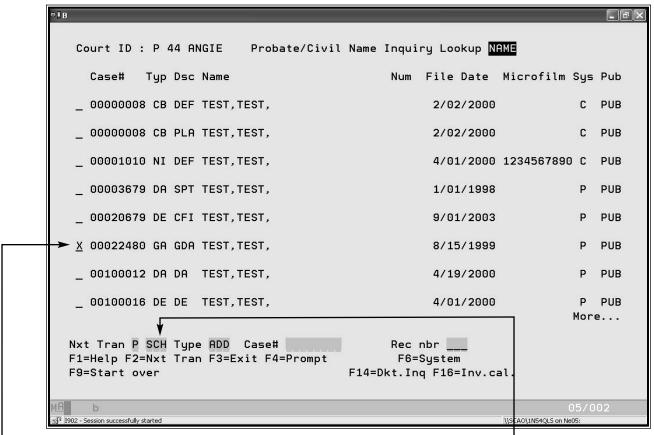
⊎ĪB	
SUMMARY PUBLIC	
CASE# 00022480 TYPE GA XREF # TYPE JUDGE 19493 DATE 11/17/19	70
NAME GUARDIAN, PERSON, AND ESTATE SSNO 000000000 OPTIONAL DATE	
ADDRESS	
CITY STATE ZIP PHONE PHONE STATUS O CLOSED 11/17/1970 REOPEN 9/01/2000 ATTNY 34306 AARDEMA PUBLIC	
MICRO DISPO 12/31/2001 CODE GTD ORIG PR	<u> </u>
CSE TYPE CHG FROM TYPE CHG VENUE RACE ANCILLARY	
	===
NUM DESC QUALIFICATION DUE DATE PARTY ACTIVITY COURT ACTIVITY SUR	ΞΤΥ
1 GDA AOT 8/15/1999 8/15/1999 TEST.TEST.	
111 MAIN ST.	
LANSING MI 48912	
	OGE 081
CARNEY.RENEE.SUE	101
	081
CARNEY, ROBIN, LYNN	
More.	es.
NXT TRAN <u>P SUM</u> TYPE <u>INQ</u> CASE NBR <u>00022480</u> REC NBR <u> </u>	
F3=Exit F6=System F13=Notes F14=Dockets F16=Inv/Da Help	Le
петр	
MA b 22/014	
Tyl 1902 - Session successfully started \\SCAO\1N54QLS on Ne05:	

P - Case Summary Print



Enter a "P" on the line to the left of the name you would like to print the case summary for and press <Enter>. The system will print the case summary.

X - Selecting a Case for Processing



- 1. Enter an "X" to the left of the case you are selecting.
- 2. Press <F2> to position your cursor on the Next Tran line.
- 3. Enter the process that you want the system to perform with this case.
- 4. Press <Enter>. The system will return the screen that you requested on the Next Tran line.